



Completion of this declaration will unlock the security profiles which have been established in the SAP R/3 system for you.

The profiles available to you have been drawn from the information supplied by your supervisor on the SAP R/3 Security spreadsheet.

The responsibilities of users of SAP R/3 are:

User will

- ◆ Access only the information and data required to perform his/her day to day duties.
- ◆ Not provide any unauthorized person or organization access to departmental information
- ◆ Not store passwords on or near workstation
- ◆ Choose a SAP R/3 password which is not easily guessed and will not disclose it to anyone else

Supervisor will

- ◆ Ensure personnel are only given access necessary to undertake their job tasks
- ◆ Ensure that separation of duties, where required and possible, is not compromised
- ◆ Immediately remove access rights of personnel who no longer need access to undertake their job tasks (e.g. relieving, moved to another position or going on leave)
- ◆ Immediately remove access rights of personnel leaving a work unit or the department

Management

- ◆ Managers are NOT to share their passwords with supervisors or general users as managers will have the ability to give financial approvals on-line. The use of your management password in SAP R/3 is effectively the same as using your signature for the purpose of approving documents

DECLARATION

I _____ (print name) agree to exercise, to the best of my ability, those of the above responsibilities which are relevant to my position. I understand that I am responsible for entries made to the system under my log on ID/password.

Signature: _____ User ID: _____ Date: ____/____/____

E-Mail Address: _____ Phone No.: _____